

NOTICE

TO: DESIGN PROFESSIONALS, COMMERCIAL GENERAL CONTRACTORS AND COMMERCIAL BUILDING OWNERS.

Effective January 3, 2008, the following changes will take effect concerning submittal and processing of commercial construction plans for permitting:

4 full sets of construction plans with approved and fully executed site plans attached will be required for submittal, plan review and permitting. This includes new construction, upfits of previously vacant spaces within shell buildings and additions to existing buildings. Alterations or renovations to the interior of existing and previously occupied buildings or portions thereof may not require submittal of a site plan.

Incomplete plans or inaccurate documentation will not be accepted. Upon request of the design professional or owner, copies of rejected plans will be returned. Otherwise, rejected plans not picked-up within three days will be discarded. All revisions to plans re-submitted for review must be included as part of complete sets of construction plans.

One set of approved construction plans will be stamped "Field Copy" and provided to the contractor when the permit is issued. This "Field Copy" set of plans must be maintained on the jobsite for the duration of the project and will be used for inspection purposes. No inspections will be made without a "Field Copy" set of plans available on the jobsite at the time of inspection.

A Commercial Plan Review Checklist to assist you with the submittal and plan review process is available upon request.

These changes are being made to helpfully eliminate confusion, increase efficiency and provide overall better service to our customers. Thanks for your cooperation.

Department of Planning and Building

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PLAN SUBMITTAL INSTRUCTIONS: NEW COMMERCIAL BUILDING CONSTRUCTION

- > Please submit four (4) sets of complete construction plans (including approved site plans) for review.
- > A full size cover sheet containing the project name and address (including building and suite numbers) should be attached to the plans
- > Construction plan sheets should be labeled as to the type of sheet (A-1 for architectural, P-1 for plumbing, etc.). Standard identification and numbering of plan sheets is acceptable.
- > Plans must be no smaller than 11 inch by 17 inches in size (except approved site plans which must be at least 24 inches by 30 inches).
- > Use the checklists on the reverse to ensure that your plans are complete.

The Permit Division is responsible for distributing and tracking your plans through the plan review process and keeping you informed of the status of your plans. Site plans for developments are generally submitted to the Planning Commission for review and approval prior to submittal of building construction plans. In any case, building construction plans must be accompanied by approved and signed site plans. **Plans submitted for review which are incomplete or with documentation missing or incomplete will not be accepted for review.**

Certain plans are required by State law to be sealed by a licensed and registered State of Alabama Architect or Engineer. Plans that require design professional seals which do not possess such seals will be returned to the submitter with no plan review action taken.

The Permit Division will distribute copies of proposed building construction plans to each City department having purview or jurisdiction concerning compliance with building codes or other city, county or state ordinances. Commercial plan review typically takes approximately 14 days. Complex or large plans may take longer depending upon the type and scope of the project. There may be other outside agencies who need to review your plans such as the Madison County Health Department for food service establishments or the State Fire Marshall for certain hazardous occupancies. It is your responsibility to secure approvals from agencies other than the City of Madison. Please provide copies of any outside agency approvals with your plans if their approvals are available prior to making application for a permit.

If plans are disapproved as a result of a plan review, a notice of plan revision will be sent to the design professional with review comments from all the applicable departments. Rejected plans requiring revision will be returned to the customer upon request. Plans must be picked-up at the Permit Division. Rejected plans not picked-up within three days will be thrown away. After plans have been approved by all plan reviewers and departments, a Plan Approval Notice will be sent to the design professional at which point the general contractor for the project may contact the Permit Division and arrange to obtain the building permit. When the permit is issued, the contractor will be given a "Field Copy" stamped set of reviewed and approved construction plans which must be available at the job site for the duration of the project.

REMEMBER: All contractors and sub-contractors must have a City of Madison Business License and be licensed to perform work as a contractor as required by the State of Alabama. To inquire about how to obtain a City of Madison Business License, please call Cameron Grounds at (256) 772-5654.

NEW COMMERCIAL BUILDING CONSTRUCTION CHECKLIST: This checklist is to be used when constructing a new commercial building or addition to an existing commercial building. A minimum of 4 sets of plans is required to be submitted. One set of approved construction plans will be returned marked "Field Copy" and must be kept at construction site during the duration of the project.

Construction Plan Checklist:

1. Provide owner's name, address and contact phone number.
2. Provide contractor's name, address, phone number, and contractor state and business license numbers.
3. Building data or code summary information on cover sheet attached to plans.
4. Approved site plan
5. Foundation plan sealed by appropriate engineer.
6. Framing details such as framing member sizes, spacing, grade and type of proposed material.
7. Description of insulation materials.
8. Soil test reports if required by engineer or as determined by site conditions.
9. Window, door and door hardware schedules.
10. Floor plan showing size and dimensions of all rooms, corridors, exits, etc.
11. Mechanical plans that including heating, ventilation and air-conditioning (HVAC) schedules and details.
12. Electrical plan, riser detail, location of electrical meter(s), disconnects, transformer, etc. serving the building and spaces. Plans must be sealed by an electrical engineer.
13. Plumbing plan to include riser detail, plumbing fixture schedule, drinking fountain and service sink locations and other elements required to be accessible to the handicapped. Refer to 1998 ANSI Standard A117.1 or ADAAG Design Guidelines for more information.
14. Details for fire resistive designs such as tenant wall separations, corridor fire ratings and/or floor ceiling assembly fire ratings, as applicable.
15. Interior finish schedule.
16. Energy and lighting power calculations for buildings 5000 s.f. or greater.
17. Cross connection protection details (vaults, valves, piping, etc.).
18. Waste water pre-treatment information, if applicable.
19. Fire sprinkler plans (Include fire specification sheets).
20. Show location of exit lights, emergency lights and smoke detectors.
21. Fire alarm system, cooking equipment, exhaust hoods, fire suppression systems, etc. as required.
22. Signs and sign details (Separate plan and permit required).